



Oil and Natural Gas Corporation Ltd

Corporate Materials Management

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To,

All Key Executives

Sub: Stock Verification of Stores & Spares at site stores

Reference is invited to the provisions under para No. 39 of Integrated MM Manual, wherein instruction for verification of stores and spares across ONGC have been notified. It has come to notice that aforesaid guidelines on annual verification of stores and spares are not being complied with by various locations of ONGC in respect of item available at site stores, which is a matter of serious concern.

In this context, it is brought to the notice of all concerned that during the current financial year (FY 2018-19), the Stores & Spares of Classes 'A', 'B' & 'F' (as mapped in ICE System) at site are to be verified, as per uniform cycle of physical verification stipulated notified vide circular no. DLI/CMM/SV/03/2015-16 dated 16.02.2016. Materials at site under Class 'A' are to be verified by Stock Verification Team (MDT) constituted by Key Executives at respective work-centres, whereas the materials at site under classes 'B' & 'F' (as mapped in ICE system) are to be self-verified by User group at site and entries are to be made in ICE system.

It is enjoined upon all work-centres to complete Stock Verification of Stores & Spares of Classes 'A', 'B' & 'F' (as mapped in ICE System) at site store during FY 2018-19 and entries be made in ICE system. Further, the action for settlement of discrepancies, if any, found during verification must be initiated by the concerned user section immediately as per laid down procedure.

In order to avoid adverse remarks by various investigating agencies, Key Executives are requested to extend their personal attention in the matter and regularly monitor the progress in the VCB meetings, to ensure completion of stock verification of Stores & Spares at site during FY 2018-19.

Above guidelines should be meticulously followed by all concerned.

Ashwini Nagia
17/5/18

(Ashwini Nagia)
ED-Chief MM Services